



FASFAA Executive Board Minutes
Conference Call
August 7, 2019

The FASFAA Executive Board met on Wednesday, August 7, 2019 via conference call.

Call to Order

President Barkowitz called the meeting to order at 1:04 PM

Roll Call

Board Members present were:

Daniel Barkowitz	President
Dameion Lovett	President-Elect & Nominations
David Alexander	Immediate Past President & Fiscal Concerns
Nadine Bailey	Vice President of Training
Jenny Cun	Secretary
Katie Conrad	Treasurer
Eileen Brzozowski	Treasurer-Elect
Shana Gore	Region I Representative
Nichole Crowley	Region II Representative
Abigail Troche	Region III Representative
Kylie Gross	Region IV Representative
Jessica Herrera	Region V Representative
Karemah Mansalle	Conference Chair / Member at Large
Kimberly Lent	Federal and State Legislative Chair / Member at Large
Trey Harrison	Global Issues / Member at Large
Laura Dickerson	Vendor/Sponsorship Coordinator / Member at Large
Jeff Daniels	Site Selection/Event Coordinator / Member at Large
Louanne Standley	OSFA Liaison
Kamia Mwangi	Volunteer Coordinator
Jerry McMahon	Electronic Services
Ilia Cordero	Financial Literacy / Early Awareness
Chansone Durden	Newsletter
Suzanne Evans	Membership Chair (Local Arrangements)
Merrian King	Scholarship / Charity Chair
Donna Kolb	25+ Year Member Liaison / Leadership Development
Wayne Kruger	Webinars
Kevin McCrary	Private College (For Profit / Not-for-Profit) Liaison
Sandy Shimp	Graduate/Professional
Teriann Wright	Vocational -Technical / Clock Hour

Board Members unable to attend: Vanesa Alfaro and Gwyn Francis.

A quorum was met for voting.

Purpose: Approval of Minutes

No changes, no objections. Final Transition Minutes, Minutes Approved.

Purpose: Old Business - Budget for FY2020

Final conference committee budget for 18-19 was presented. After conversation with Accountant Holly, there was a correction: FASFAA operates on an accrual basis, not a cash basis. President Barkowitz went over Profit and Loss Budget and Revised Budget for FY20. NASFAA training (credentials) moved from New Aid line.

Motion: Approval of FY2020 Budget

Past-President Alexander made a motion to approve the FY2020 budget. Treasurer Conrad seconded the motion. There was no further discussion. **Motion passed with unanimous vote.**

Questions for Proposed Conference Budget

Purpose: Old Business - L.E.A.P. status update

25+ Year Member Liaison / Leadership Development Chair Kolb sent letters to 15 participants. Participants have been matched with mentors. Email will be sent out for mentors/mentee and books will be ordered.

Purpose: Old Business - Webinar status update

First webinar scheduled for September 8, 2019. President Barkowitz requested a presenter take his place for the FISAP webinar.

Purpose: Old Business - Clock Hour workshop status update

Clock Hour workshop will be held October 28 – 30 at the Embassy Suites Orlando North in Altamonte Springs. Contracts are being finalized. Registration should start Mid-August, with draft agenda. There are 6 committee members.

Purpose: Old Business - Training Committee Updates

Training committee had first meeting last month, next one is scheduled for next week including two volunteers. Committee is going to ask for presentations and get the ball rolling on the topics/agenda and tracks (if applicable). Vice President of Training Bailey needed information about proposed dates for fall workshops. Region 4 fall workshop will be on October 4. Request from Newsletter Chair Durden: short write up (a paragraph) for each Regional Training from each Region Representative to include in the newsletter. Please send by August 23.

Purpose: Old Business - Fiscal concerns committee update

Financial Review- 17-18 financial review is completed. Setup to do review each year. No red flags reported. Comments – contractual obligations not listed, value of paid bookkeeper- suggested board review, revisit cost of Memberclicks, UBS fees. Board Concerns: Treasurer Conrad asked about written report. Information is being finalized this week. Past President Alexander will put together written report and send out. Fiscal concerns committee will review suggestions. Investment statement is needed; exploring other companies for investments.

Purpose: Old Business - Volunteer recruitment update

Volunteer Coordinator Mwango reaches out to people who fill out forms; sends out personalized email; and copies corresponding committee chair. She will reach out to Communication / Outreach / Special Initiatives Chair Alfaro to recruit volunteers via social media.

Purpose: New Business - Deleting records in Memberclicks of inactive profiles

FASFAA Inactive Profiles spreadsheet (with duplicates, retirees, passed member) has around 5300 profiles which costs \$599 per month. For 3000 members, the price is \$499 per month. 2500 members is level 3 - \$5400/year. The con is that we will lose data in Memberclicks. Proposal for new policy to delete profiles if inactive for 3 or 5 year (current year plus the past year).

Motion: Memberclicks Inactive Profiles Policy

Conference Chair Mansalle made a motion to adapt the policy if a member is not an active member for 5 years, their profile will be deleted from Memberclicks database, but keep a local copy will be kept. Motion was seconded by Region IV Representative Gross. Question on the floor: where to store data? Answer: FASFAA Google Drive. President-Elect Lovett commented to keep up with this each year, and to review costs and options annually. **Motion carries with majority vote.**

Purpose: New Business - Sponsorship policy for 2019-2020

Vendor/Sponsorship Coordinator Dickerson proposed Conference Sponsorship Plan 2019-2020 with Platinum, Gold, Silver, and Bronze. Question on the floor: additional costs for AV

Purpose: New Business - IRS extension and penalty

Penalty note from IRS because FASFAA did not file tax return on-time Fine is: \$3559.65. Previous accounting firm, Burton, mailed extension. FASFAA has not yet received proof of this. Submitted appeal- file May 9, 2019. July 8, 2019 penalty letter. Appeal letter was sent by Accountant Holly. Holly filed 2018 tax return.

Purpose: New Business – Signatures for bills over \$1,000

Discussion for new proposal for signature (by Pres., Treasurer, and Treasurer-Elect) requirement for any bills over \$1,000. No action taken. Will have further review.

Reminders:

Next In-person meeting – October 14-15 at Marriott Sawgrass Ponte Vedra Beach, FL (2020 Conference Hotel). First day is Columbus Day. Meeting will start on Monday roughly at 1pm, and finish on Tuesday at 3pm. FASFAA will cover Monday night hotel stay. Conference committee meeting will be Tues-Wed. 37 room nights total.

3:00 P.M.

Adjourn

Adjournment of Meeting

With no further business to discuss, President Barkowitz declared the meeting adjourned at 3:00 PM.

Respectfully submitted by,

Jenny Cun

FASFAA Secretary